

PLANNING DIVISION MANAGER/City Planner

DEFINITION

To plan, organize, direct, coordinate and supervise the activities related to current and advance land use planning programs, zoning ordinance provisions, community growth, and other functions as assigned under the direction of the Director of Public Works & Community Development. This position is a member of the department's management team and has the responsibility for overall administration of the Planning Division.

EQUIPMENT, METHODS & GUIDELINES

Uses Federal, State and local laws, and policies pertaining to planning; knowledge of urban planning, land use and long-range planning; knowledge of statutes related to general plans, zoning and land divisions, as well as applicable environmental laws and regulations. City vehicles, telephones, FAX machines, PC terminal, printer, copier and various resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and frequent attendance at meetings, including many that are conducted during the evening.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays).

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Public Works & Community Development. Exercises direct supervision over managerial, professional, technical, and administrative support staff.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to the following:

Assist the Director in developing and implementing the goals, objectives, policies, and priorities for planning, zoning, and neighborhood preservation programs.

Review community growth patterns, trends in land use, community needs and other factors in preparing recommendations for controlling and regulating development.

Plan, organize, direct and perform activities relating to planning, zoning, and current and advance land use development of the City.

Represent the City in development and land use matters; participate in numerous public meetings.

Prepare agenda items for the City Council, Planning Commission, Architectural Review Commission and other committees, commissions and boards.

Administer and participate in the implementation of the City's General Plan.

Serve as Executive Secretary and provide administrative support to the Planning Commission and Architectural Review Commission and make presentations to the City Council, other City departments and public and private groups on planning, zoning and related matters; interpret ordinances and regulations.

Coordinate development review activities with other City departments and other public agencies and address private concerns regarding land use and planning activities.

Research complex planning problems related to infill, community character and neighborhood preservation and prepare a variety of comprehensive reports providing planning policy recommendations.

Direct coordinate, review and participate in the work of managerial, professional and technical employees.

Monitor workflow and review and evaluate work products, methods and procedures and make necessary recommendations to the Department Director.

Assist in budget preparation and forecasting for the division in coordination with the other divisions in the department.

Provide or coordinate staff training and professional development.

Represent the division to outside groups and organizations at meetings.

Serve as Acting Director of Public Works & Community Development as needed.

Establish and maintain positive working relationships with co-workers, other City employees, public and private officials and the general public using principles of good customer service.

Advise, consult and assist in administering contracts with professional planning consultants and integrate consultant's work into the division's work program.

Resolve difficult planning and administrative policy questions, including recommendations on action to be taken and related justification.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

Principles and practices of comprehensive urban design and planning. Principles and methods of management, supervision, training techniques, and public relations.

Research methods and sources of information related to urban growth and development.

Statutes relating to general plans, environmental matters, zoning, and land divisions.

Principles of organization, administration, budget and personnel management.

Ability to

Plan, assign and coordinate the work of managerial, professional, technical, and administrative personnel.

Collect and analyze data and recommend revisions in municipal land use regulations consistent with local needs.

Mediate problems and resolve conflicts within the Department and with other City Departments.

Interpret planning and zoning programs to the general public.

Communicate clearly and concisely, orally and in writing.

Establish and maintain effective relationships with City officials, other governmental agencies, citizens and the public.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. Generally, this will require:

Experience

Five years of progressively responsible experience in urban and environmental planning, including three years of supervisory experience preferably in a City or County agency or comparable setting.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, public administration or a related field.